



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: MEDICAL ASSISTANT OR LPN CLINIC NURSE DATE OPENED: JUNE 29, 2016

DEPARTMENT: CHC / HEALTH DEPARTMENT CLOSING DATE: JULY 13, 2016

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MPERA - Health

☒ FULL TIME

☒ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

☐ PART TIME

☐ SEASONAL

STARTING WAGE: \$ 14.43 per Hour

SALARY AT:

1 YEAR STEP: \$ 15.15 per Hour

2 YEAR STEP: \$ 15.39 per Hour

3 YEAR STEP: \$ 15.64 per Hour

☐ TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO ☒ YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

PLEASE SEE THE ATTACHED JOB DESCRIPTION.

THE WAGE LISTED ABOVE IS FOR THE MEDICAL ASSISTANT. IF AN LPN CLINIC NURSE IS HIRED, THE STARTING WAGE IS \$17.04 / HOUR.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center

427 First Avenue East

Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Medical Service Assistant
Department: Health Clinic
Reports to: Clinic Manager

Job Code: 13190
Pay Grade: Health 3
FLSA Status: ☒ Non-Exempt ☐ Exempt

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. As a division of the health department, the Flathead Community Health Center provides clinical services to the community, including acute, chronic and preventative medical care and education for people of all ages through the patient centered medical home clinical services; a 340B pharmacy program to assist in the purchase of medications for patients who cannot pay; urgent and non-urgent dental care; reproductive health services such as physical exams, contraceptive supplies, pregnancy testing, counseling, STD testing, treatment and follow up; and case management services to high risk Medicaid recipients.

Job Summary: This position functions under the supervision of the Clinic Manager for general clinical support and administrative duties.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Prepare and room patients.
- Manage lab specimens— preparation, mailing, filing and follow-up.
- Provide phone triage and follow-up under direction clinical supervisor.
- Assist provider in the completion of EKGs, Holter monitors and other screening tests.
- Schedule diagnostic tests, consults and procedures with referral physicians.
- Assist clinical provider in minor surgical procedures.
- Provide injections and immunizations under direction of the provider and complete all necessary documentation.
- Stock rooms and maintain inventory.
- Perform phlebotomies and other CLIA-waived testing.
- Manage record requests and receipts from pharmacies and other medical specialists.
- Assist with quality assurance activities.
- Refer to the Medication Assistance Program for FCHC patients.
- Documentation in EHR.
- Provide back-up support to front office staff.

Non-Essential Functions:

Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/ or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work occurs in clinical, medical facility environment
- Duties may require exposure to hostile, emotionally disturbed or mentally ill persons and/or confrontational interpersonal situations;
- May involve occasional exposure to pathogens which requires knowledge of basic infection control and safety procedures.
- May involve occasional travel by auto to attend meetings with community partners.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

Knowledge of current clinical practice standards, including universal precautions.

Ability to understand and disseminate information relating to the operation of the Health Center; maintain effective working relationships with staff and public; communicate effectively verbally and in writing.

Education and Experience:**Education:**

Graduate of a Medical Assistant training program with Montana Certification as a Medical Assistant or demonstrated competencies and experience as a medical assistant.

Experience:

Preference will be given to persons with previous medical assistant experience in a clinical setting.

Action	Date	Reference
Adopted	6/30/2010	Commissioners' Minutes
Revised	10/14/2014	Commissioners' Minutes

LPN CLINIC NURSE

DEFINITION: Under supervision of the Community Health Center Clinic Manager, provides clinical support to patients, providers and support staff to assure efficient utilization of staff, services and time management. This role will perform work as a licensed practical nurse and provide case management, nursing services, client flow assessment, education tasks for clients and staff and may be involved in policy development and adherence as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.)

Essential Duties:

1. Assist providers and clinical staff in direct patient care to include but not limited to treadmills, IV's, blood draws, family planning and other nursing duties as assigned.
2. Provide client case management and disease specific management services.
3. Assist in the development, review and revision of policies, procedures.
4. Provide phone and client triage.
5. Oversee clinic flow and make adjustments when necessary when filling in for RN
6. Coordinate with other clinical staff in ordering of supplies, vaccine, etc.
7. Provide educational services to patients and staff as needed.
8. Provide staffing backup for front office and Medical Assistants.
9. Assist with the development and adherence for Patient Centered Medical Home.
10. Adherence to HIPAA principals.
11. Performs related duties as required or directed.

MINIMUM REQUIREMENTS:

Education:

Graduate from an approved School of Nursing with degree or certificate as a Licensed Practical Nurse.

Experience:

Experience in primary care setting and experience in triage, both by phone and in person.

Knowledge, Skills and Abilities:

Knowledge and Skills:

Working knowledge of nursing practices related to acute and chronic complex medical conditions
Knowledge of current medical standards in primary care and family planning;
Knowledge of current immunization standards;
Knowledge of principles of case management and motivational interviewing;
Knowledge of HIPAA confidentiality requirements and practices;
Knowledge of OSHA standards in clinical settings;
Knowledge of community resources for patient referral;
Knowledge of Patient Centered Medical Home

Abilities:

Ability to communicate effectively orally and in writing;
Ability to analyze data;
Ability to maintain strict confidentiality of all Health Center matters;
Ability to establish and maintain effective working relationships with peers, other agency personnel and the public;
Ability to manage clinic flow:

SPECIAL REQUIREMENTS

Possession of an unencumbered current license to practice as a licensed practical nurse in the State of Montana.
Acceptance of Family Planning philosophy, concepts and practices.
Possession of a Montana motor vehicle operator's license.
ACLS Certification

CLASSIFICATION

Para-professional (Grade 5)

<u>Action</u>	<u>Date</u>	<u>Reference</u>
Adopted	7/10/2008	Commissioners' Minutes
Revised	12/20/2012	Commissioners' Minutes